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TO: Chairman, Fine Arts Commission

FROM: Chairman, Headquarters Annexes Committee, FAC

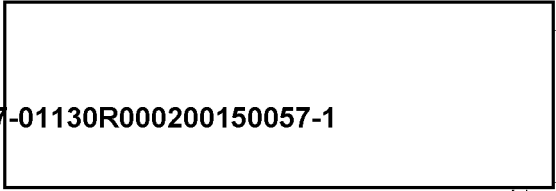
SUBJECT: Headquarters Annexes Committee Report

1. The first meeting of the Headquarters Annexes Committee of the FAC met 21 September 1982. At that meeting it was agreed that a survey be made of all of the buildings by the Chairman and the committee representative from the building under survey.
2. A schedule was established and the surveys were conducted from September 22 through October 12, 1982. The buildings surveyed were:

<u>Building</u>		<u>Building Committee Representative</u>	
Key		OF/CMS	25X1
Ames			25X1
Central	}	OIS/RMD	
South		OTS/CID	
East		OS/PTAS	
		OL/SD/SMB	
		ODE	
		ODE/SPG	25X1
COC		OTE/AD/MPB	
		NPIC/GEPD/RSB	
			25X1
		OC/HRMD	
		OTS	
		OSO	

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3. My overall impression is that, for the most part, the buildings are in good shape, and, with the application of a little paint and a few wall hangings, would be attractive and comfortable work environments.

4. However, a few buildings require both immediate repair and an improved maintenance schedule in order to bring them up the the barest minimums of acceptable working conditions.

5. The following findings and the recommendations are a composite of my thoughts, those of the committee building representatives and the employees presently working in the surroundings surveyed.

Key Building:

Overall impression good, but very overcrowded.

Rooms 1011, 1016 and 403 need to have the carpeting replaced. They are presently a pedestrian safety hazard.

Fourth floor ladies room is an eyesore and a health hazard. It is dirty, has leaky faucets, almost never has soap for the washing of hands, the toilet paper holder doesn't work properly, the doorknob doesn't work. The overall maintenance of this room is inadequate and needs improvement at once.

Ames

Overall impression good.

The applicant reception/waiting room needs improvement. Lighting in the cubicles for filling in the cubicles for filling our forms is low and should be 100 W. The room itself is depressing and needs more color. Wall hangings in the form of color photos of the Headquarters Building and grounds, the Agency seal and flag, and the American flag would all add color and focus for this, the room in which people are beginning to form their impressions of the Agency. The Olympic posters would probably have greater impact elsewhere else in the building.

Room 100. This medical reception office needs color. The dingy old curtains should be replaced with some new, bright, colorful ones. The 2nd floor conference room needs one wall painted with an accent color. The 2nd floor restrooms should have at least one sofa and one low table each.

Central

Overall impression is that if the building were being inspected for lease today by the U.S. Government, that it would be rejected outright!

The heating/cooling system is probably the biggest problem in the building. Black soot is continuously

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propelled from the air vents onto desks, paper-work, files, people and expensive equipment which requires a "clean" environment. Leaking steam and condensation have caused ceiling tiles to collapse, staining walls and carpet tiles, rotting venetian blinds and rusting safes.

As a solution, the steam is turned off, and, along with it, the heat! The disastrous results are depressing work conditions, sagging employee morale and several cases of pneumonia.

Secretaries are typing in coats, hats and gloves because the temperature lacked a degree or two from meeting ex-President Nixon's Government health standard directive allowing for the merciful release of affected employees.

The reverse is true in the summer. What we think is "saved" by not repairing the heating/cooling system we waste by running ineffective, inefficient and costly fans and portable heaters.

The "modular" furniture is in need of repair or replacement.

East

Is in approximately the same condition as Central and suffers the same heating problems.

The handrail on the main staircase is loose and dangerous.

Draining pipes from the air conditioner in the men's rooms' sinks are an eyesore.

Linoleum tiles in floor are a hazard to pedestrian traffic.

South

Slightly above Central and East in quality, but below the normal standard for a Government maintained building.

The major problem with these buildings is getting timely maintenance service from GSA.

The employees have had to take it upon themselves to clean, repair, paint, vacuum, patch up and replace those basic items required for a half-way respectable work environment. This indicates that people do care and are willing to do something about the place they spend the majority of their waking hours. However, it is taking them away from the work they are being paid to do, and they don't like it one bit.

Clutter can be found all over the building. The registry, which was crowded out of its office, is spilling over and caused the entrance to the Director's office to appear trashy and extremely unprofessional.

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Overhead lights have been out in the ladies' rest-room for weeks.

Cockroaches and other vermin reproduce and run rampant in the building. Thorough and frequent exterminations or some long-range delousing program is the only answer.

The chemical labs are extremely overcrowded. The film storage "vault" continuously housing from 20 to 30 thousand dollars worth of film [REDACTED]

[REDACTED] is "marginal" as a facility. The people working in the "attic" deserve hazardous duty pay! The temperature extremes are unhealthy and unfair. Having to continuously carry heavy equipment (one

[REDACTED]
risky to the equipment but to the health and safety of the employees.

Just moving this operation to the basement or some other floor having elevator service is an immediate must.

The entire attic should be condemned as unfit for human habitation (part of it already has)!

C of C

Good condition.

Since so many Agency employees, visitors from other Government agencies and speakers from academia and private industry use the building, we ought to optimize its appearance. It would take only a little paint and a few wall hangings to do the job.

The wall in the Director's conference room (the one with the Dulles portrait) should be painted a light pastel blue.

The elevator area walls should be painted a tint of the (classroom/office) doors on the particular floor.

All the snack bar walls should be painted a sunny yellow to liven up the room.

Room 236: The front of the room and the column should be painted a light green.

Room 716: The front of the room and the columns should be painted a light blue.

Rooms 902/912: The red door color paint on the front walls is hideous and should be painted over with a light blue.

Room 1001 F: Paint the front and rear walls a pale green.

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2nd floor language tape listening/viewing room: Paint a pale green.

10th floor team rooms: Paint a pale green.

2nd floor team rooms: Can be painted tints of the color of the room names, "tan", "blue", etc.

This new building is in good condition now and has a few problems that can easily be corrected.

The room signage needs improvement.

The 1st floor snack bar needs a visual screen in the hall to block the daily trash. The view of the trash as one enters does nothing to improve one's appetite or confidence in the quality of the food operation. The room itself could use some wall hangings.

Room 3532 conference room: Front wall needs an accent color.

Sinks in the men's room are too high, they need some kind of lip to keep people from getting their clothes wet. The trash cans should have a greater capacity or have more of them. They are usually overflowing by noon time.

Generally, is in good condition and improving.

The physical security area needs pictures. (They would like some Andrew Wyeth prints.)

Footprints in the entrance hall rug (from the time the lot was paved) should be replaced.

2nd floor could also use wall hangings, pictures, etc.

Drapes in the Chief's offices should be cleaned.

Due to the reconfiguration of office, some offices do not have heat or cooling, and are using fans and heaters to try (unsuccessfully) to compensate for the lack. Ducting should be modified, or added to, in order to rectify the situation.

Overall very good and needs only minor refinements.

The corridors need painting immediately and the rugs need repair or replacement to get rid of all the hazardous rips and holes in them.

Room 2C02 (the Director of Logistics) needs to have the rugs stretched and cut to eliminate the hazardous lumps and ridges.

Room 3H03: Ladies' room needs painting or tiling similar to that in the men's room.

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Overall very good condition with only a few minor corrections.

Rooms INC100C and D (the employee candidate interview rooms) need to be made "homier" and less severe. Presently they have white walls with bold light and dark wall hangings.

A low table with a table lamp and a floor lamp should be added in each room. Fluorescents that have the orange-tinted look, a cigarette stand, nice coat rack and hanging plants in each of the two rooms will also add much to the decor.

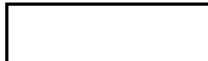
The walls should also be painted with a soft pastel yellow, blue or green. Some wall hangings with a floral motif would also enhance these important rooms. (Personnel recruitment is critical at this time.)

The library could use some wall hangings and some painted accent walls.

Room 3N101 needs some cabinets to store some of the items scattered around. Also the cork on the left side wall of this room should be replaced. The pillars should be fixed up from the beating they have obviously been taking. Perhaps some kind of rubber foot molding would keep things from banging into them.

Room 6N811 needs some wall hangings.

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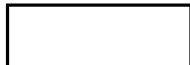
Overall good and needing some refinements.

Chief's office. Recommend wood paneling half way up the wall with "hunt country" motif wall paper the rest of the way. Floor and desk lamps would also add to the decor.

First floor conference room needs to have the curtains replaced. They are over five years old and are not compatible with furniture or rug (royal blue would work). A credenza for supplies, several wall hangings and a powder blue front accent wall (paint moulding glossy white) would complete the enhancement of the room.

Room A-13 (2nd floor conference room): Paint the walls a pale green. Powder blue would work well for the connecting breakout/team rooms.

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Overall is very good.

Conference room: Paint walls a pale yellow, green or blue.

The TV room needs wall hangings.

Gymnasium breakout rooms need an accent wall of a pale blue or pale green.

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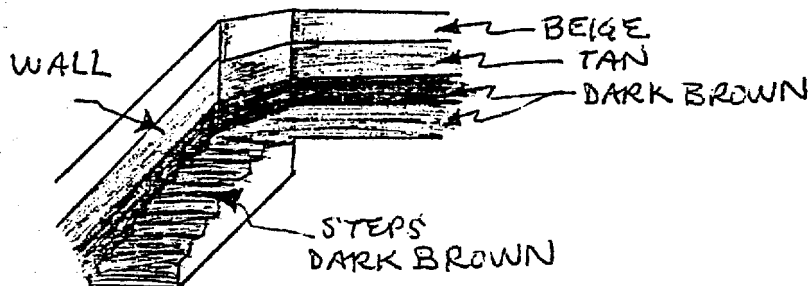
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The [redacted] look very good and need only a few wall hangings to complete the decor.

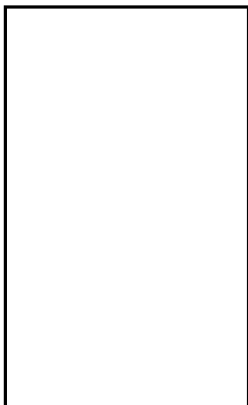
The [redacted] are also good and need some immediate corrections to go along with the acquisition of some wall hangings.

The main entrance to the [redacted] needs immediate attention. It is dark, filthy, cluttered and depressing (ceiling open, garbage cans, etc.). Suggest a three-tone, continuous painting of the wall up to the reception area frequented by many contractors and other "visitors."

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Only needs some wall hangings.

Just a few wall hangings* will complete the decor.

*One of the personnel assigned here has an excellent collection of his own original photography. He has enlarged several pictures, at his own expense, and they are extremely professional in composition and beautiful in content. The collection should be reviewed and P & PD enlargements made for use throughout the Agency.

Overall very good and needing some painting and wall hangings.

Rooms 06, 08, 115, 121, 152, 153B, 155 and 156 would benefit from a light color paint (yellow or pumpkin) some of these rooms are windowless and would benefit from the bright colors. (Learning in rooms in which psychometer, hand/eye coordination type skills are being practiced is enhanced by the colors red, orange and yellow.)

Room 116: Front and back should be painted pumpkin.

Rooms 04, 120, 154 and 161 could be painted a pale green on the front wall.

Rooms 111 and 114: Painted a warm, light brown color.

Rooms 107/8 (auditorium): Change wall color from green (overloaded with green) to a pale blue.

Rooms 09, 015 and 117: Paint the front wall a pale blue.

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Appropriate wall hangings should be added to the steps from the ground floor to the first floor and in the following rooms: 02, 03, 09, 015, 101, 120 and 121.

In summary, the additional recommendations are proposed:

- Exchange Day

That a day be set aside in each building on which employees could bring the wall hangings that they do not like (and may have been "storing" behind some cabinet or in a closet) to some central location. Then employees can select the ones that they do like for their own work areas.

- Top Management Support

That the full support of management be utilized to mold GSA responsible for maintaining their credibility and responsibility to their exclusive contract for the care and maintenance of our work environments.

If we were renting our homes and the landlord were to respond and care for our homes the way GSA does our buildings, I dare say most people would move out!

- Wall Color Wheel

That a "wall color wheel" be developed as soon as possible that would offer tints of the present "door color wheel."

As a result of the attention and interest caused by this survey, many locations are eager to implement the suggestions. In order to control the actual color selections made, the FAC should come up with a recommended choice of colors immediately that would serve as an Agency standard.

- Condemn the South Building Attic

That the entire attic of the South Building be condemned as unfit for human habitation as a consideration for both the care and upkeep of the extremely expensive and sensitive equipment housed there, and the safety and well being of the employees who must try to do their best under the worst environmental conditions encountered in this survey.

- Total Planning

That whenever room reconfiguration is planned that the optimum heating and cooling of the rooms is also analyzed to guarantee comfortable work temperatures for the employees and equipment to be housed in the renovated areas. And that the renovation not be permitted unless the heating/cooling system (complete with "return" ducts) is also scheduled to be modified to comply with the federal health standards as part of the work order.

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● Move OTS

That serious thought be given to evacuating South, East and Central Buildings and moving the entire office to more comfortable and secure quarters. Perhaps, nearer to, or at National Airport.

In conclusion, this report is only the beginning of the concern for the improvement of our work environments by the Headquarters Annexes Committee. Continuous follow-up on these, and any other recommendations forwarded to the FAC on problem areas as they surface is the responsibility of this committee. The members, and the Chairman, have the interest, desire and energy to make the Agency buildings the "best place in town" to practice our chosen professions.

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